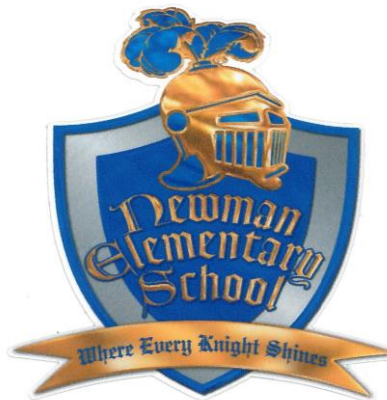


Newman Elementary School

PARENT HANDBOOK 2015-2016



**4150 Walnut Avenue
Chino, California 91710
Office: (909) 627-9758
Fax: (909) 465-0481
School Web Address
chino.k12.ca.us/newman**

CHINO VALLEY UNIFIED SCHOOL DISTRICT

**5130 Riverside Drive
Chino, CA 91710
(909) 628-1201
District Web Address
chino.k12.ca.us or cvusd.org**



BOARD OF EDUCATION

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Members of the Board of Education
can be contacted through the
Superintendent's Office at
Extension 1100

**Superintendent
Wayne Joseph**

**Principal
Brandon Davis**

**Assistant Principal
Alan Cummins**

**School Mascot
The Knight**

**School Colors
Blue & Gold**

BELL SCHEDULE 2015-2016

Early Bird Start	<u>Kindergarten</u>	8:40 am-12:00 pm
Late Bird Start		10:00 am-1:20 pm
	<u>Wednesday, Minimum Day</u>	
All Kindergarteners		8:40 am-12:00 pm
	<u>Grades 1-6 Daily Schedule</u>	
8:00 am		Breakfast Students Enter Campus
8:15 am		All Students Enter Campus
8:35 am		Line-up Bell
8:40 am		Instruction Begins
	<u>Recess</u>	
10:17 am-10:30 am		Grades 1, 2, and 3
10:53 am-10:06 am		Grades 4, 5, and 6
	<u>Lunch</u>	
11:50 am-12:30 pm		Grade 1
12:00am-12:40 pm		Grade 4
12:10 pm-12:50 pm		Grade 2
12:20 pm-1:00 pm		Grade 5
12:30 pm-1:10 pm		Grade 3
12:40 pm-1:20 pm		Grade 6
	<u>Afternoon Recess</u>	
2:00 pm-2:13 pm		Grades 1-3
	<u>Dismissal</u>	
3:20 pm		Grades 1-6
	<u>Wednesday, Minimum Day</u>	
8:00 am		Breakfast Students Enter Campus
8:15 am		All Students Enter Campus
8:35 am		Line-up Bell
8:40 am		Instruction Begins
10:00 am-10:30 am		Lunch /Recess Grades 1 and 4
10:30 am-11:00 am		Lunch/ Recess Grades 2 and 5
11:00 am-11:30 am		Lunch /Recess Grades 3 and 6
	<u>Dismissal</u>	
12:10 pm		Dismissal Grades 1 through 6

Please read this handbook carefully because it contains information regarding procedures, rules and expectations for both parents and students. The contents should be discussed with your students at your earliest convenience in order to ensure that the school year is successful.

Mission Statement

Newman Elementary School is committed to maintaining a safe, healthy environment where students can build a strong educational foundation; develop the desire to learn by working in partnership with parents, staff, and community; prepare for citizenship; and value diversity.

Our goal is to use all available resources to prepare our students in achieving academic success, attaining good citizenship, and preparing for global life experiences.

Our quest is:

- To generate enthusiasm for learning
- To build strong academic skills
- To foster positive self-esteem and pride
- To encourage school spirit
- To involve students and staff in Creativity, Collaboration, Critical Thinking and Communication on a daily basis
- To effectively prepare students as 21st Century Learners

Every effort will be made to provide educational opportunities, resources and academic support systems for all students.

General Office

Our office staff is here to serve you. We will make every effort to assist you effectively and in a timely manner.

On Campus Visitors – Closed Campus

All visitors to Newman campus are required to follow the guidelines provided by Chino Valley Unified School District. At the ring of the Instruction Bell, Newman becomes a Closed Campus with support of Penal Codes 627.2 and 627.7; Education Codes 32210, 32211, 32212, and 44810; and Board Policy 6116:

- ALL Visitors MUST register/sign-in at the school office.
- A visitor/Volunteer badge MUST be worn at all times while on campus
- Parents and volunteers MUST coordinate time of visit with the teacher one day prior to any visits, observations, or conferences. Any parent not on the visitor list will be denied access on to the campus.
- Parents/volunteers MUST sign out and exit through the office.
- In accordance with school policy, parental classroom observations must be scheduled with the classroom teacher at least one day in advance.
- Newman will have one party per trimester and an end-of-year party per classroom. Birthday goody bags are encouraged instead of cupcakes or edible sweets. However, if pre-packaged/factory-made edibles are provided, the teachers will hand them out to the students near lunch/dismissal time. **INSTRUCTIONAL TIME WILL NOT BE USED FOR BIRTHDAY CELEBRATIONS. PARENTS MAY ONLY VOLUNTEER FOR THE PARTIES DURING THE YEAR; NOT FOR BIRTHDAY CELEBRATIONS.**

Emergency Cards

One emergency card for each student is maintained in the office. This is used for day-to-day student release and for emergency contact in the event of injury or illness. It is extremely important that the card contains the full (first and last) name of each person authorized to pick up the student.

Students will only be released to persons whose name appears on the Emergency Release Card. It is critical for parents to list ALL the names, addresses and telephone numbers of the individuals who are authorized to pick up your child. That person must have a valid picture I.D. with a name that matches the name written on the emergency card. It is very important to ensure that this information is updated on a regular basis with all numbers in working order.

Signing out Students

Students will only be called out of class once the parent has arrived in the office to sign them out. PLEASE REFRAIN FROM TAKING YOUR CHILD OUT OF SCHOOL EARLY UNLESS IT IS AN IMPORTANT APPOINTMENT OR ILLNESS DURING HOURS OF INSTRUCTION. EVERY HOUR OF INSTRUCTION IS VALUABLE! However, if there is a need for your child to leave school early, please send a note to the teacher to assist them in gathering any class work or homework your child may need.

Also, remember that when removing your child from school early to please make sure to notify your child's after school care provider (babysitter, car pool, day care etc.) of the change in your regular schedule.

Emergency Release of Students

In the event of an emergency, students will be released only to their parents or those individuals named on the student's emergency card. Please keep the emergency card current, with up-to-date information and several phone numbers.



School Traffic and Safety Guidelines

For the safety of your child and others, the following guidelines, procedures and policies have been developed. Please read them carefully and follow accordingly. It is our expectation to work together, parents, teachers and administration, in implementing and facilitating these guidelines.

Arrival & Dismissal

Students are not to be dropped off and /or left at school prior to 8:00 a.m. There is No playground supervision before 8:15 a.m. or after school.

There are yard supervisors who monitor students and their activities before school, starting at 8:15 a.m. We have after school supervision for approximately a half hour in the designated pick up areas. If the student is not picked up they are brought into the office and parents are called. Once a student is brought into the office someone on the emergency card must come to pick up the student and present a picture I.D.

Siblings of children participating in after school activities may not remain on campus unsupervised. Parents must make arrangements to pick up siblings at dismissal.

Parents who arrive early for dismissal must wait outside the school in the designated pick up areas for their students.

Kindergarten

All individuals picking up kindergarten students must have a pickup card and have photo identification in order to pick up a kindergarten student. Please be prepared to show photo identification any time you pick up a kindergarten student. Only persons eighteen years of age or older will be allowed to pickup kindergarten students.

Kindergarten Drop-off

- A designated adult on the pickup card is to escort the Kindergarten student to the Kindergarten class or Kindergarten playground each day. The adult must stay with the child until he/she is picked up by the teacher for class.

Kindergarten Pick up

- Kindergarten students will be released through the kindergarten playground by the classroom back door.
- The person picking up the student must have a pickup card and I.D.
- Do not park in the drop off lanes nor middle of the parking lot.
- If you park curbside and need to cross the street, you must use the designated crosswalk.
- DO NOT PARK CURBSIDE IN THE CAR LINE ON WEDNESDAYS - MINIMUM DAYS

Student Pick Up for Grades 1-6

All students will be exiting the gate next to the beginning of the automobile **single file** line on Pipeline and wind around in the **opposite direction** past the automobiles until they arrive at their car. Students may get in their car anywhere along the **single file** line of automobiles. Because the cars will be in a **single file** line, those automobiles picking-up students may exit the line immediately after the students enter the car. Make sure to be at a complete stop as the students enter the car. Teachers will be supervising along the route making themselves available to assist student traffic and will monitor the safe zone between students and cars.

The traffic flow is **one single file** line of cars moving gradually in one direction, and one line of students moving in the opposite direction, boarding their car when they arrive. Make sure to be at a complete stop as the students enter the car.

There will **NOT** be any students exiting the front gate of the school. There will be a few exceptions to students using designated exit gates.

Exceptions:

1. Students with disabilities may make special arrangements with the office for a specially designated pick-up. Access pass will be needed. ONLY CARS with the special pass will be allowed to pick up students in the back parking lot.
2. Students who walk home, heading West on Walnut Avenue will be allowed to exit the gate furthest to the West next to room 33.
3. Students who walk home heading North on Pipeline will be allowed to exit the gate by room 4 and walk on the yellow striped lines to arrive to the sidewalk in order to walk North on the Pipeline sidewalk.

Parents who walk to the school and walk their children home can wait in front of the school **or** on Pipeline (outside the fence) sidewalk near the north walking gate across from room 24 to walk North. Crosswalks MUST be used to ensure the safety of everyone! Remember that **NO students will exit through the school office.**

In order for this procedure to run smoothly, these rules **must be followed.** Please review the following rules in order to allow an even smoother pick-up process:

1. Please **do not** leave your vehicle at any time or park along the pick-up route as this will cause the line to stop and further delay those behind you. **There is no parking from 12 p.m. – 4 p.m. along Walnut Avenue in front of the kindergarten area.**
2. Remain in a **single file** line along the entire route so that cars may exit as soon as they board their passengers.
3. Do **NOT** double park along the route and have the students walk through the **single file** line of cars to enter your car.

4. Do not stop in the right-turn lane heading West on Walnut to go North on Pipeline as that should be left open for non-Newman traffic turning North on Pipeline.
5. Do **NOT** cut in line at any point of the **single file** line of cars.
6. Please remember that it is **right turn only** when exiting the parking lot on Walnut and the turnout and parking lot on Pipeline.



Bicycles

Fourth, fifth and sixth grade students may ride their bicycles to school if the student has parent permission, wears an approved helmet at all times, and follows all local safety regulations. (Parent permission slips are sent home with the information packet and may also be obtained from the office.)

Bicycles must be locked onto the bicycle rack on the east side of the playground.

Riders must walk their bicycles on campus and on all sidewalks. Failure to follow bicycle safety rules on or off campus will result in a revocation of riding privileges.

Students must ensure that bicycles are locked and stored appropriately. The school is not responsible for any damaged or stolen bicycles.

No skateboards or scooters are allowed on campus at anytime

General Safety Procedure

Fire, earthquake, lockdown and disaster preparedness procedures are taught by each teacher. Emergency drills, are scheduled regularly to provide students an opportunity to practice the procedures for each situation. It is highly recommended that parents support this practice by discussing home procedures and communication lines in case of emergencies or disaster.

Attendance

Students who attend school regularly, arrive on time, and stay the whole day, achieve higher than their peers who are absent or late. As soon as a child begins school, parents can reinforce the benefits of regular, on-time school attendance. Parents can help the school by sharing the following messages;

- The more you are in school, the more you learn.
- The more you learn, the higher your grades will be
- The better your grades, the more you will enjoy school
- The longer you stay in school, the more likely you are to succeed in career and life.

Newman's attendance goal is 97.5 %. Regular on-time school attendance is a goal that can only be achieved with the cooperation of both parent and child. We are asking all parents to make every effort to schedule family events and appointments during non-school hours. Please call the school office at (909) 627-9758 when your child is going to be absent or if your child is tardy. You may also write a note and send it with your child to school upon return from an absence(s). Please be specific in regards to the reason for the absence. When absences extend to five or more consecutive school days, parents must provide a medical doctor's note. **Parents must clear all absences within five days. If the absences are not cleared they will become unexcused absences. The reason for the absence cannot be changed after this time period.**

Make-Up Work

Make-up work in the event of an absence must be requested by 9:00 a.m. Work can be picked up after school in the office.

Tardies

When a child arrives late to class, he/she begins the day behind, because he/she will have missed the teacher's opening instruction for the day. The children are expected to be in the classroom when the bell rings, ready to begin their day.

Parents of children who have three (3) tardies during any one trimester will be notified by letter. Four (4) tardies will result in a telephone call from the office to discuss a solution to the tardy problem. If a child is tardy five (5) times during any one trimester, a mandatory parent conference *will be scheduled with the principal or assistant principal.

Doctor and Dental Appointments

It is strongly recommended that dental and doctor appointments be made outside of school hours. Many times children miss instruction or important assignments that are impossible to make up if they are taken out during school hours. If it cannot be avoided, we ask that a note from the doctor to the school's office (giving the reason and time) be sent with the child. If at all possible please have your child return to school after the appointment.

Excused Absences:

- Illness, quarantine, medical appointment
- Funeral attendance for family member
- Religious observance

Students absent for the above reasons are allowed to make-up any missing scores due to absences.

Unexcused Absences:

- Family vacation (except through an Independent Studies contract)
- Family member is ill
- Studying or lack of sleep
- Helping parents in the home or babysitting

Please help your child and our school to meet the 97.5% attendance rate. Prepare your child everyday to come to learn. Thank you in advance for your partnership in this matter. We look forward to a fantastic year with your child.

Independent Study:

- You may put your child on Independent Study if you know in advance he/she will be out 5 or more consecutive days
- You must give the teacher one week advance notice prior to your child going out on Independent Study
- Your child must complete all work for it to count for Independent Study credit
- Your child must return all work on the day he/she returns to school

School Attendance Review Board (SARB)

In 1976, California school districts were mandated to form an administrative board to hear cases of chronic truancy, thus the creation of the School Attendance Review Board or SARB. The purpose of the Board is to foster students' academic success by requiring on-time, regular attendance.

Prior to a referral to SARB, Newman and the District Office will attempt to discover why a student has poor attendance and work with the student and his/her family to correct the situation. Attendance letters are automatically generated and sent to parents/guardians to notify them of absences and /or tardies. Continuous absence and/or tardy concerns will be addressed by the school administrator to avoid a SARB hearing.

SARB hearing: The Board consists of district personnel and representatives of community agencies such as the police department, department of children and family services and health officials. The Board meets with family in a further attempt to diagnose and recommend procedures for alleviating circumstances that are contributing to specific tardiness, truancy, or attendance problems. Attendance will be closely monitored through SARB to meet our attendance goal of 97.5%.

Note: There is no substitute for regular attendance at school. The goal of SARB at every school in our District is to promote positive, successful students through regular, on-time attendance.

Transfers or Withdrawals

If you move, or withdraw your child please notify the school office as soon as you know that a change will be made. There is a form that must be filled out in the office prior to leaving. Please give the office 24 hour notice before you would like to pick up your students transfer papers.



Student Dress and Grooming

Newman Elementary School's guidelines for student dress and grooming at school and at school activities are aligned with the Chino Valley Unified School District guidelines.

It is the intent of the Board of Education that students be dressed and groomed in a manner which will not interfere with or detract from a school environment conducive to academic learning or study, disrupt or threaten to disrupt the educational or instructional process, or create or present an unnecessary or unreasonable risk of injury or harm to any student.

It shall be the policy of the Chino Valley Unified School District to enforce the requirements of Title 5, Section 302, of the California Administrative Code that provides:

“A student who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself/herself for the school room before entering.”

All of these dress code restrictions will be enforced. In case of inappropriate student dress, parents will be called and requested to bring a change of clothes to school. Repeated infractions will result in disciplinary action.

Specific Minimum Dress and Grooming Standards

- Shoes must be worn; the absence of shoes will be allowed only upon a showing of medical necessity. **Backless or strapless shoes may not be worn** by students in grades K-6; shoes above 2 inches high are not permitted. Roller sneakers are not permitted. Students AR 5132(a).
- Clothing which allows undergarments to be visually observed is not permitted.
- The absence of shirt or other clothing covering the upper torso is not permitted.
- Bare midriffs are not permitted.
- Halter, tube, backless, or strapless tops are not permitted. Spaghetti straps are not permitted. Straps on tops must be two inches wide.
- Short shorts are not permitted.
- Dress, skirt, and short length must be at least mid thigh in length.
- Clothes must be the appropriate size and length when worn.
- Clothing containing emblems, printing, lettering, or pictures pertaining to drugs, alcohol, sex, profanity or inappropriate language or put downs are not permitted.
- Make-up is not permitted. Nail polish may be worn.
- **Exaggerated or distracting hair styles like: Tails, dyed hair, & Mohawks longer than 1 inch is not permitted.**
- Oversized clothing such as oversized t-shirts, pants, shorts and overalls are not permitted. Pants must fit at the waist without alteration.
- Oversized, hanging belts are not permitted.
- Clothes with sizable holes/tears are not permitted.
- Tattoos (temporary/fake or permanent) are not permitted.
- Pointy/sharp jewelry which creates a health/safety hazard or can readily/reasonably be used as a weapon is not permitted.
- Dangling earrings are not permitted.
- Students will be allowed to wear sun-protective clothing, including but not limited to hats as approved by the principal, for outdoor use during the school day. (Education Code 35183.5)



Communications

Office Phone Number	(909) 627-9758
Fax Number	(909) 465-0481
Newman Web Site	http://newman.chino.k12.ca.us
District Web Site	chino.k12.ca.us

Other Forms of School Communication Are:

- Newsletter- A monthly newsletter is published and distributed for parents, teachers and students. The newsletter informs parents of activities, events and current developments.
- Email- Teachers and parents can use this medium to communicate regarding class work, homework, and other student-related information.
- Display cases – there are two display cases. One in the front office and one outside of the office between the health center and administrators' door for additional school information.
- Person –to-person and /or via telephone – Parents may come into the office and/or telephone to leave messages for their child's teacher. Please allow at least one day for response. Teachers are not able to conference with parents at the spur of the moment, during class time, and/or immediately before or after school. Appointments are recommended to allow sufficient time for discussion.



Parent Conferences

We encourage frequent communication between teachers and parents. Parent conferences, Back to School Night and Open House are established to promote such communication and contact. These particular events offer overviews of the programs designed specifically by your child's teacher for use within the classroom.

Parent conferences are scheduled for all parents at the conclusion of the first six weeks of school and at the end of the second trimester as requested by either the teacher or the parent.

Please make an appointment with your child's teacher if you wish to discuss your child's progress at any time during the year. At the beginning of the school day and during class time the teacher is not available for a conference.

If a translator is needed for the conference, please notify your child's teacher 48 hours prior to the conference.

Assessment of Student Progress

Newman Elementary uses a variety of measures in assessing student academic progress. Year round assessments include publisher supplied and teacher-made tests, as well as designed assessments. These tests provide a major portion of the data for report card grades. Teachers monitor class work and homework assignments to assess student understanding and progress. Additionally, there are state tests given to students at scheduled times of the year to measure student progress.

State Testing

At the end of April and the beginning of May students in grades 3-6 are given the Smarter Balanced Assessment Consortium (SBAC) to monitor students' progress toward grade-level standards. The assessment is taken by the students on the computer, referred as the Computer Adaptive Test (CAT). Below is the testing schedule for each grade level:

Grade 3	SBAC (Language Arts and Math)
Grade 4	SBAC (Language Arts and Math)
Grade 5	SBAC (Language Arts, Math)
	Science and Physical Fitness Test (non-CAT)
Grade 6	SBAC (Language Arts and Math)

Kindergarten and First grade students do not take state standardized tests; they are assessed using multiple measures that include reading levels, writing levels, math test, and other appropriate grade level assessments. Each teacher will inform parents how they assess student progress on Back-to-School Night. In addition, teachers will review grade-level standards and inform you of the state assessment process at the fall parent conferences.

Standards-based SBAC accommodation in Spanish

The purpose of the SBAC Spanish accommodation is to determine how well a student is achieving academically when tested in his or her home language of Spanish. SBAC for language arts is not available in Spanish. However, under the SBAC, and via administration, language accommodations for mathematics may be made for students who have been in the United States for less than a year.

Results of any and all the tests described above are provided to parents by the fall of the each school year; except for the 2013-2014 school year with which the state "froze" scores to test the SBAC infrastructure. Any question regarding the assessments and results may be forwarded to the school site.

***CMA and CAPA** are alternative tests given to students who receive special education services and is agreed upon by the Individualized Education Program Team. Changes most likely will occur when the state establishes guidelines how students with more intense IEPs are to be assessed through the SBAC.

GRADES/EVALUATION OF STUDENT ACHIEVEMENT

Report cards will be issued 3 times during the year for students in grades K through 6. They are sent home at the end of every trimester. Mandatory parent conferences are held during the first trimester.

Progress reports are sent home for every student all three trimesters. This notification gives the student an opportunity to raise their grades before the end of the grading period.

Grades for achievement will be reported each grading period as follows:

Kindergarten through Grade 2

K-2 classroom grades are represented with O, S, N, or U.

K-2 achievement toward grade level standards is represented on a scale 1-4.

K-2 efforts are also graded using O, S, N, or U.

O Outstanding	4 Advanced
S Satisfactory	3 Proficient
N Needs Improvement	2 Basic
U Unsatisfactory	1 below Basic

Grade 3 through 6

3-6 classroom grades are represented with A, B, C, D, or F

3-6 effort grades are represented with O, S, and N, U.

3-6 achievement toward grade level standards is represented on a scale 1-4.

A 90 - 100%	4 Advanced
B 80 - 89%	3 Proficient
C 70 – 79%	2 Basic
D 60 – 69%	1 below Basic
F 0 – 59%	

The evaluation of each student’s progress and achievement in each subject will be based on the following criteria:

Assessments (test, quizzes, projects)

Homework, class work, and assignments.

A student who is found to be cheating shall receive an “F” grade on the assignment, project, test, or any other activity where the cheating occurred, and will receive disciplinary action.

Standards

Through the establishment of California adopting the Common Core Curriculum, Chino Valley School District has set standards of achievement for students in Kindergarten through 6th grade to be reached by the end of each school year. All students are expected to meet grade level standards. This notification gives the student an opportunity to raise their grades before the end of the grading period.

Homework Policy

Homework assignments in kindergarten will stimulate students to talk often with their parents/guardians. Teachers will encourage parents/guardians to read and discuss stories with their children.

Homework assignments in grades 1-3 shall be designed to be completed within:

Grade 1	10 – 20 minutes
Grade 2	20 – 30 minutes
Grade 3	30 – 45 minutes
Grades 4-6	60 – 90 minutes

Homework may be assigned four days per week (Monday through Thursday) to promote the development of skills, reinforce skill development, and encourage family participation.

Assignments are designed to help develop good personal study habits and may include occasional special projects. Teachers will instruct students on how to develop good study techniques and habits.

Homework will consist of activities that reinforce, review and extend classroom learning. In some cases class work (which was not completed during the school day) will be added to the regular homework assignment. If your child consistently has more than the recommended amount of homework, or consistently says he/she does not have homework, please contact the teacher by phone, a written note, or email as soon as possible.

In addition to regularly assigned homework students should read 15 – 30 minutes every day. It is the student’s responsibility to keep an accurate record of assignments, have the necessary materials, follow study techniques outlined by the teacher, apply and practice skills learned in class. Strive for the best quality work of which he/she is capable, and complete the assignments on time. Students will not be allowed to call home for homework that was forgotten. Homework brought to school after the school day has begun will be considered late.

It is also the student’s responsibility to remember to bring the assignments and all necessary materials home each day that homework is assigned. On rare occasions, when students need to return to the classroom for homework, **they may do so only if the teacher is available.**

Parents can help by providing a quiet place for children to do homework and by checking assignments each evening for accuracy, neatness and completeness. It is also important to communicate any questions to the teacher and read and discuss all notes from the teacher or school.

Students who do not return assigned homework may be assigned appropriate consequences, such as detention, missed recess, and /or loss of school privileges.

Parents can help their children reach their full potential in school. The home environment and the quality and quantity of time spent with your child (ren) can make the difference. Here are some ideas:

- Provide a suitable space for study and work.
- Praise your child for the work shown to you.
- Help your child organize the work prior to starting.
- Help your child to be responsible for coming to school prepared.
- Set reasonable standards of behavior, and help your child meet them.
- Communicate your concerns to the teacher or principal
- Participate in school or class sponsored activities with your child
- Make sure your child gets healthy meals, enough sleep, and good exercise.
- Avoid comparing your child to brothers, sisters or friends.
- Limit and monitor television watching.
- Encourage reading!
- If your child is home ill, contact the teacher for makeup work, if necessary.



Awards

At Newman School positive recognition of students' accomplishments will be given each trimester.

Perfect attendance awards are earned by students who have no absences and only one tardy per trimester.

Teacher's Award – K - 6 for accomplishment/achievement in specific areas determined by the teacher.

Academic Achievement – K – 6 for accomplishments/achievements in academic areas.

Honor Roll – Grades 3-6 – Awarded to each student who achieves all A's and B's in academic subjects, no N's or U's.

Highest Honor Roll - Grades 3-6- Awarded to each student who achieves all A's and no more than one B in academic subjects, no N's or U's.

Knight of the Round Table – Grades 3-6 – Awarded to each student who achieves Highest Honor Roll all three trimesters.

***School Discipline Policies and Guidelines**

Behavior Expectations

In order to ensure the safety of students outside the classroom we have established certain playground and lunch area rules. Please review these rules with your children. The safety of your children is a team effort...we cannot do it alone. Therefore, we depend upon your help and support to enforce the rules. Newman Elementary will integrate the Character Counts! and Second Step character development programs as part of its school-wide Positive Behavior System. The Character Counts! Character Program promotes Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. Second Step supports Character Counts! by explicitly teaching students socio-emotional coping skills for success in school and life.

Standards of Expected Student Behavior

It's as easy as 1 – 2 – 3

- 1. Be Respectful**
- 2. Be Responsible**
- 3. Be Safe**

Be Respectful

- Dress appropriately for school. Refer to the Newman Dress Code.
- Choose to do your best.
- Follow directions the first time.
- Follow playground procedures
- Follow classroom and school expectations for student behavior
- Obey all school personnel at all times
- Stop play when the bell rings
- No playing in line
- Restroom use and drinks at the drinking fountain must be done BEFORE the bell rings
- Walk on campus at all times (we walk on white concrete, black blacktop and run on green grass). PE or specific games are the only exceptions to this rule.
- Toys, CD/DVD players, MP3 players and other electronic devices, or other objects that distract from learning are not permitted at school
- Use appropriate ways to settle disagreements and go to an adult for help if needed.
- Cell phones must be turned off and remain in student backpacks during the school day once on campus.
- Keep our school beautiful. Trash is to be placed in trash cans and never dropped on the floor or on the school grounds
- Respect all students and adults. The use of profanity, offensive, or hurtful language toward any staff member or student is not permitted.

Be Responsible

- Be prepared for classes and activities
- Demonstrate good manners & integrity at all times (no cheating, plagiarism, or forgeries).
- When in line, be quiet and courteous. Students will keep their hands to themselves.
- Work and play cooperatively.
- Use appropriate ways to settle disagreements and go to an adult for help if needed.
- Take care of all school property, materials and equipment
- Follow the rules of the game during recess

Be Safe

- Food and snacks are permitted in the lunch area only and never on the playground, in front of school, or at the student pick up areas.
- No gum at any time.
- Treat restrooms with respect. (Restrooms are not the playground)
- Leave all areas cleaner than you found them.
- Do not enter a classroom, computer lab or library during recess without an adult to accompany you.
- Play safe and play fair. Avoid bodily harm or injury to others. There will be no fighting, play fighting, wrestling, piggyback riding, football, softball or anything else that could result in harm to others.
- Always stay in the view of supervising adults.

Conduct on the way to and from School

Parents are asked to support our efforts in teaching your students to respect the property of others. Please remind your children that lawns, shrubs, trees, and mailboxes adjacent to

walkways are not to be abused. "Children are reminded that school rules will be enforced on the way to and from school."

Damage to School Property

Replacement fees will be charged for loss of or damage to school property (book, walls, desks, etc.) all fees should be paid prior to the end of the grading period in which the replacement fee is assessed. Report cards may be withheld at the end of the year if the fees are not paid.

Severe Disruption Clause

According to California Ed. Code, serious misbehavior will result in an office referral and the child being sent immediately to the office. A parent contact from the principal or assistant principal will be made by phone, conference, and/or letter. Progressive discipline is administered on a "case by case" situation, and is aligned with the District's Grounds for Suspension and Expulsion under Ed. Code 48900.

Uniform Complaint Procedures

The Board of Education recognizes that the District has primary responsibility for ensuring that it complies with applicable state and federal laws and regulations governing educational programs. The District shall investigate and seek to resolve complaints to the local level. The district shall follow the Uniform Complaint Procedures (UCP) when addressing complaints. Please refer to the "Uniform Complaint Procedures" documentation which was included in your child's back to school packet sent home the first day of school. If you need additional copies, they are available in the school office.

Super Knight (Star Student) Forms

When students exhibit exemplary behavior they will receive a Super Newman Knight coupon for prizes and rewards.

Playground Game Rules

Slide

- Sit down on the slide
- One person at a time
- No horseplay
- No hanging or climbing on the supports
- Keep away from the bottom of the slide while in use
- No throwing or placing object on the slide

Foursquare

- Box A serves by hitting the ball
- No catching, holding, spiking
- Lines are out
- First in line is the judge
- Use appropriate ways to settle disagreements and go to an adult for help if needed.

Tether Ball

- Two players at a time may play
- Two students stand opposite each other in the tetherball circle. All others stand outside the circle
- The server puts the ball in play by hitting the ball in one direction around the pole
- The other player hits the ball the other direction around the pole
- The first player to wrap the rope completely around the pole is the winner.

- If a player commits a foul during the play, then all play stops and the player making the foul goes to the end of the waiting line.
- The first player in line then comes inside the circle to be the new player. The new player serves, chooses side and direction to hit the ball
- Use appropriate ways to settle disagreements go to an adult for help if needed.

Fouls

- Hitting the ball with any part of the body other than the hands or forearm
- Stopping continuous play by holding or catching the ball
- Touching the pole with any part of the body
- Touching or hitting the rope
- No climbing of the pole or adjusting of the rope and chain are allowed
- Serving/Hitting the ball twice before the opponent hits it once
- Setting the ball up to oneself
- Throwing the ball
- Stepping across the centerline
- Reaching around the pole and hitting the ball

Scoring

- The game is won by the player who first winds the rope completely around the pole or by forfeit in the case of a foul committed by an opponent.

Stick – It

- Object of the game is to stick the ball in the fence
- No more than four on the court at a time
- The ball has to hit the fence if it does not hit the fence you are out
- You can do around the world
- If the ball goes into the field you may take 3 giant steps toward the fence
- Use appropriate ways to settle disagreements go to an adult for help if needed.

Health Center and Services

We have a school nurse who is on campus two days each week and a health clerk who is on campus daily from 10 a.m. to 1:30 p.m. In addition, the office staff is trained to provide coverage for student's health needs at times when the nurse or health clerk are not on duty.

The health office is not equipped to take care of sick or injured students for any length of time.

Parents are responsible for their children and must pick them up or have someone listed on the emergency card do so when this is requested by the school. Failure to pick up a sick/injured child could result in a referral to Child Protective Services.

It is absolutely imperative that emergency cards be kept up to date.

Administration of Medications

If it is necessary for your son/daughter to take medication of any kind at school, it must be kept in the Health Office for dispensing by the School Nurse, Health Technician or office staff. Proper forms must be completed before the medication can be given. The forms are available in the office. A physician's authorization & signature is required for all medications, including over the counter medications. Please obtain a signed medication permission form for the doctor prior to sending medication to school. Medication must be brought to school in the original pharmacy container, with the pharmacy label showing the student's name and time and dosage information.

Head Lice

Students who have been identified with head lice will be excluded from school until **all NITS** (eggs) are removed from the hair. These students must be seen in the health office prior to re-admission to school

Family Life Education

Family Life Education classes are offered to all fifth and sixth grade students. There is a preview and a discussion for the parents on all curriculum materials. Parent consent forms are sent home prior to the students' participation. Only students who have returned written positive parental consent forms may attend the classes. The school staff will lead the discussion with boys and girls taught separately.



Lunch Program

Hot lunch is served daily. Lunch may be purchased in the cafeteria before school, during first recess, or lunchtime. Lunch may also be prepaid via online, www.myschoolbucks.com. Applications for free and reduced price for lunches are available through the District Nutrition Services Department, located at 5130 Riverside Drive, Chino.

Parents who wish to eat lunch with their child at school may order an adult lunch prior to 9:00 a.m. of the same day. Please call the office to indicate your attendance.

If your child is not eating school lunch, please send a nutritionally balanced sack lunch. All students must eat lunch daily. It is also recommended that parents send a light snack for recess. Vegetable sticks, fruit, juice or cheese and crackers are options that have healthy nutritional value.

Lunches brought to the school office after school begins will be put in the cart outside the MPR by the parent for their child to pick up at the beginning of their lunchtime. Class instruction will not be interrupted to notify students that a forgotten lunch has arrived.

Breakfast is also available daily. You can find the monthly breakfast and lunch menu on line at www.chino.k12.ca.us

School lunches must be consumed on campus and may not be shared with other family members. Parents wishing to purchase a lunch for themselves or a sibling may do so at the regular lunch price.



Library

Students have regularly scheduled classroom time to use the library. Teachers coordinate and collaborate with our school librarian to educate students on how to use the library as a resource for their studies. Research papers, science projects, and special core subject assignments may dictate visits to the library and use of resource books and materials. Each child in grades K-6 is provided a library contract to be signed and kept on file.

Parent Volunteers

Our staff appreciates the willingness of many parents to be volunteers. It is the teacher's choice, however, when and if parental assistance is used in the classroom. Parent volunteers are asked to sign in and out at the school office and wear a visitor sticker. Teachers will in-service parents as to classroom duties and confidentiality of student information.

Class Parties

All special holiday parties have been agreed upon by the classroom teacher and administration. The parties, generally, take place during the last hour of the school day. We request that the refreshments are at least 50% nutritional.

Please do not send or bring any peanut products to your child's classroom because of possible peanut allergies. Talk to your child's teacher to make sure you are providing refreshments that would meet district guidelines.

Birthday celebrations may take place the last 15 minutes of the day with teacher approval.

We recommend that you do not have balloons, stuffed animals etc. delivered or brought to school. If you do send them the student will not receive them until the end of the day. Please follow the volunteer process if you would like to help your child's class enjoy a celebration.

Field Trips

Field trips will support academic learning. Parents may be asked to chaperone based on teacher choice. **Students may not go on a field trip without a permission slip signed by a parent or guardian.** Please follow the parent volunteer process when invited by your child's teacher to attend a fieldtrip.

Restroom Use

Proper use of these facilities is expected from all children at all times. Students should use the restroom during scheduled recess time, which includes before school, morning recess, lunch recess, and P.E. Parent notes requesting exception to restroom rules for one to five days due to minor illness or a temporary condition will be honored. Students with long term, recurring physical or emotional disabilities, which require frequent use of the restroom must have a note from a doctor on file in the health office. Students are not to use the restroom at dismissal, as this causes serious delays in the flow of after school pick up traffic for parents and daycare providers.

Lost and Found

Lost and found items are kept outside the MPR. The office maintains smaller lost and found items such as, eyeglasses, cell phones, money and jewelry.

The school is not responsible for loss of personal belongings. Please help your child by labeling all of your child's clothing, lunch pails, etc. to prevent loss. It is recommended that you check lost and found for any missing items.

Unclaimed items will be donated to charitable organizations at the end of each trimester.

Personal Property

Students should not bring valuable personal property to school. The school is not responsible for lost or damaged personal items. Students may not bring toys, electronic games, sports equipment, etc. to school unless their classroom teacher has approved these items for use during a school planned activity, and the student understands that he/she is fully responsible for their safe return home.

Cell Phones and Technological Items

Students may carry cell phones for parent communication before and/or after school. **Cell phones must be turned off during the school day and are not allowed to be used while on campus.** Cell phones that ring during instructional period, including recess and lunch times, will be confiscated and given to the office. Confiscated cell phones will only be returned to parents/guardians. Other technological items, such as iPods, video games, etc. are not allowed at school. If a student has an item that distracts student learning and instruction, the item will be confiscated and returned only to parents/guardians through the office.

Parent Involvement

The most successful schools are those in which parents and school personnel work together. Parents provide valuable assistance by volunteering to work in classrooms or to help with student projects at home. All parents can provide support at home by stressing the importance of education, by ensuring that homework is a priority, and by supporting the school's programs and activities. We encourage parent participation through several programs. Please review the following resources as they may assist you in promoting your child's success at school.

Services and programs for Students and Families

HOPE Program – The Chino Valley Unified School District has partnered with many community businesses and services to provide support for any families in need. To gain detailed information about the HOPE program, you can call (909)334-3259 or come to the school to look at the City of Chino Community Services Department Resource Directory.

Counseling – In conjunction with Chino Human Services, we provide the Youth Counseling program. This program provides counseling to those students experiencing family difficulties, low self-esteems, social adjustment problems and or behavioral difficulties. All counselors are interns working under the supervision of a licensed Marriage and Family Therapist.

ELAC- A bilingual parent group that meets to discuss the English Learner Program, importance of attendance, R30 Census, and school issues.

On the Road to Learning – is a series of monthly workshops for parents with children between the ages of 3 and 4. This program provides parents with great ideas and activities to help prepare children for a successful school experience.

Partnerships for Learning- a program designed to create parent involvement policies and action plans that link school improvement goals with parent/community activities. Partnerships for Learning is a program guided through the federal initiative of the Policy for Title I Parent Involvement. The Partnerships is based on the principles and practices of Parenting, Communicating, Volunteering, Learning at Home, Decision Making, and Collaborating with the Community. All Title I schools within the CVUSD are participants in the PFL Program.

Parent Meetings – The Newman Staff offers meetings and classes to discuss the most effective and current ways parents can support their children through the educational process.

School Site Council- a committee of Newman staff and parent to help set priorities and goals for school improvement. The council meets throughout the year to discuss school budget, curriculum, instruction, and school issues.

School Smarts – is a program that helps parents learn and understand the education system so that they can provide significant support at home. The focus is to make parents aware of the coursework their child needs to complete in order to be college and career ready under the Common Core expectations. The State PTA sponsors this program, which also promotes the arts as part of its lessons for the parents.

Coffee with the Administrators – is a platform for parents to meet with the Principal and/or Assistant Principal to voice ideas, concerns, and receive updates about school and district visions for student progress and achievement. Meeting dates and times will be posted on the school website, newsletter, and marquee.

The office has information regarding where you can receive community services and help for food, shelter, counseling, preschool, before/after school childcare, etc. The booklets are normally found in slot number 6 on the information wall in the office.

***Education**

- Newman Elementary School library – located in room 24 can use parent volunteer help Monday through Friday, from 8:30 a.m. to 12:00 p.m.

- Intervention- before and/or after school classes are offered to students needing supplemental help in Math and/or Reading./ Parents can assist the intervention teacher(s), as well by ensuring that their child attends every session on time.
- Newman Elementary School Website- www.chino.k12.ca.us/newman under Parent Menu “School Success”, “Parent Resources”, etc. is listed for your review.
- www.education.com – free site offering tips to parents on how to help children both a home and in school.

Bilingual Education

- “School Success” link located on the Newman website under “Parents”
- Newman Parent Education Program Resources –To assist parents in learning English and school information.

Before and After School Child Care

- Fun Club- housed at Newman Elementary School, Fun Club provides before school care from 6:00 a.m. until the first bell to go to class and after school until 6:00 p.m.
- High Five – sponsored by the City of Chino and housed at Newman Elementary School, High Five provides after school care. More information for both programs/services is available in the front office.

PFA

- The Parent-Faculty Association works to provide field trips, assemblies, and fun activities for the students. For more information on the PFA please contact the school office.

****I have read and discussed the parent/student handbook with my student.
Please sign and return to Newman School.**

Parent signature

Student signature

**Teacher
Date**

Date

****This form has is the back portion of the “Newman Elementary Parent Brochure”, which will be turned in to the teachers, instead of this form online.**

